



## **ALUMNI GRANTS PROGRAM 2016**

### **OVERVIEW:**

U.S. Embassy Zagreb, in cooperation with the U.S. Alumni Community of Croatia, announces a call for Alumni Grants for 2016. Through this program, the Embassy invites Croatian alumni of U.S. Government-sponsored exchange programs and Croatian citizens who have studied in U.S. high schools or universities to apply for funding of small-scale projects, workshops and seminars. We are accepting proposals for projects from \$1000 to \$10,000.

The program aims to promote the application of knowledge acquired in the United States. Projects should encourage U.S. - Croatia exchange and benefit Croatia as a whole. Preference will be given to projects that include cost-sharing in which part of the funding is secured from other sources.

### **SPECIFICS:**

#### **Who can apply?**

This competition is open to Croatian alumni of the following U.S. Government-sponsored exchange programs: Fulbright, International Visitor Leadership Program, Humphrey, Junior Faculty Development, Ben Franklin Fellowship, Cochran, and Professional Development Year and Croatian citizens who have studied in U.S. high schools or universities. **The project coordinator (the person administering the project) must meet these qualifications and must reside in Croatia.**

Grants are awarded to individual alumni/ae. In projects where a group of alumni are coordinating, one individual must be listed as the project coordinator. That person will manage the project, including the finances, reporting requirements and liaising with the Embassy. Funds will be received via an Institution (usually grantee's employer) and if this is not possible, the grant will be administered by USACC.

#### **Application process**

Project proposal must be written in English and must include:

- A one-paragraph overview of the project
- Description of the project activities, including follow-up activities (**max. 2 pages – the committee will not review proposals in which the description exceeds two pages**)

- Detailed budget in **US \$** (total amount from \$1000 to \$10,000). Please include only the costs you are asking the Embassy to cover (**the committee will not review projects with budgets written in kuna**)
- CV for project leader(s) and U.S. guests, if applicable

#### **Financial guidelines:**

- Project coordinator fees may not amount to over 20% of the total amount requested
- Refreshments for events may not amount to over 10% of the total amount
- The grant must be administered through either a non-profit organization, university or USACC.
- The Embassy reserves the right to offer partial funding for any project.

This grant program may **not** be used to fund:

- Individual travel to conferences or for consultations outside Croatia
- Project activities that take place outside of Croatia
- Laboratory research
- Equipment such as laptops, ipads, cameras, etc.

#### **What makes your application more attractive?**

- Clear and concise descriptions of the program's goal and the project activities
- A program component that helps build and enhance relationships between Croatia and the United States
- Cost-sharing, either by the host institution or from other sources
- Projects that benefit a wide group of people or have a plan to amplify the results among the public
- A budget with actual costs, rather than estimates
- A budget with line items clearly broken down. Instead of "\$400 for accommodation," your budget should specify "two nights accommodation (\$100 per night) for two U.S. speakers."
- Spell-checking your proposal before sending it

#### **Submission of proposals**

- Proposal must be written in English and submitted **by December 13, 2015** via e-mail to [zagrebalumigrants@state.gov](mailto:zagrebalumigrants@state.gov). Late submissions will not be considered.
- Proposals will be reviewed by a committee and applicants will receive emails regarding the results by early February. Please bear this timeframe in mind when planning your project.
- Grants will be issued by the Public Affairs Section of U.S. Embassy Zagreb.
- Every grantee will be required to submit a timely financial and narrative report.
- Questions about the program can be addressed to Ms. Vanja Ratkovic at [ratkovicv@state.gov](mailto:ratkovicv@state.gov)